



CEA

Career Executive Assignment

California State Government – An Equal Employment Opportunity Employer- Equal employment to all regardless of race, color, creed, national origin, ancestry, sex/gender, marital status, disability, religious or political affiliation, age or sexual orientation.

Examination Announcement

DEPARTMENT: BOARD OF PRISON TERMS

POSITION TITLE: CHIEF DEPUTY COMMISSIONER, HEARING OPERATIONS, CEA 3

FINAL FILING DATE: FEBRUARY 6, 2005

SALARY: \$8030-8854

DUTIES AND RESPONSIBILITIES

Under the administrative direction of the Executive Officer, Board of Prison Terms (BPT), the Chief Deputy Commissioner will plan, organize and direct the parole authority's quasi-judicial administrative hearing process and related activities; provide administrative and policy direction to the Deputy Commissioners and support personnel; and be responsible for operational and policy control of the hearing function. The Chief Deputy Commissioner will participate in division and department policy formulation and decision-making and will perform other assigned duties. Primary duties include, but are not limited to:

- Manages and provides administrative and policy direction for all hearings, in absentia decisions, and calendars. Assures proper and consistent application of laws, regulations, and policies in hearing decisions. Identifies policy issues requiring analysis and resolution. Ensures changes are made in hearing policy, procedure, or decision-making based on new statutes or case law. Ensures that training is provided.
- Provides administrative and policy direction to scheduling functions. Reviews reports of late or problems that result in hearing delays are addressed with and by the proper authorities within the approved policies of the Board. Assists in the presentation of the legislative and amendments to existing statutes which affect the powers and duties of the BPT, such as the Indeterminate Sentence Law, Determinate Sentences Law and others affecting prison terms and paroles.
- Serves as liaison with the Department of Corrections (CDC), county jail commanders, prison wardens, district attorneys, other attorneys, and high-ranking law enforcement officials regarding hearing policies or prisoners/parolees of particular interest. Reviews and makes decisions on requests for exceptional actions including release of inmates held pursuant to parole authority action.

EXAMINATION INFORMATION

Applicants are required to submit a State application, resume, and a one-page Statement of Qualifications with specific information on how his/her background, knowledge, skills and abilities meet the minimum qualifications and desirable qualifications. A preliminary review of all applications, resumes, and Statements of Qualifications will occur immediately following the final filing date. Only those candidates with the most desirable qualifications and background will be invited for an interview with the executive committee. All candidates will be notified of the results of the examination.

The result of this examination will be used only to fill the position of Chief Deputy Commissioner, Hearing Operations, CEA 3, Board of Prison Terms. Applications will be retained for twelve months. Should a subsequent vacancy occur for Assistant Executive Officer, CEA 2, Board of Prison Terms, an appointment may be made from those candidates filing for this examination.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE ILLEGAL USE OF DRUGS IS INCONSISTENT WITH THE LAWS OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a civil service employee with permanent civil service status.

Or II

Must be a current or former employee of the Legislature for two or more consecutive years as defined in Government Code Section 18990.

Or III

Must be a non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code Section 18992;

And

Applicants must demonstrate the ability to perform high administrative and policy-influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledges and abilities:

1. Knowledge of the organization and functions of California State Government, including the organization and practices of the Legislature and the Executive Branch; principles, practices and trends of public administration, organization and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management techniques; knowledge of equal employment opportunity and anti-discrimination programs.
2. Ability to plan, organize and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public and the Legislative and Executive branches; analyze complex problems and recommend effective courses of action; prepare and review reports; and effectively contribute to the Department's equal employment opportunity objectives.

The above knowledge and abilities are expected to be obtained from broad administrative or program manager experience with substantial participation in the formulation, operation and/or evaluation of program policies (Experience may have been paid or volunteer, in State service, in other government setting or in a private organization.)

DESIRABLE QUALIFICATIONS

- Varied administrative experience in a supervisory capacity with responsibility for the development, execution, and evaluation of programs, policies, staff development, and team building. This experience should have been gained in a position with duties and responsibilities comparable to an **Associate Chief Deputy Commissioner**.
- Knowledge of the purposes, activities and responsibilities of the Board of Prison Terms and the Department of Corrections.
- Knowledge of functions and procedures of the court system of the State of California and law enforcement agencies as related to criminals.
- Knowledge of basic rules of due process relating to criminal and/or administrative law, the laws, court decisions, and regulations pertaining to the functions of the Board of Prison Terms and the Department of Corrections
- Administrative hearing experience.
- Knowledge of the organization, functions, policies and mission of the Board of Prison Terms and the Department of Corrections.
- Well-developed communication skills. The ability to interact and communicate effectively with high-level management representatives of federal, state, and local law enforcement and correctional agencies.
- Demonstrated working knowledge of personnel and fiscal management, labor relations, and EEO policies practices.
- Ability to establish and maintain cooperative relationships with private and community agencies, officials and staff members.
- Demonstrated leadership, flexibility, tact, fairness, and judgment necessary to perform in the capacity of a Chief Deputy Commissioner, CEA Level 3.

FILING INSTRUCTIONS – File by February 6, 2005

Note: The Department of the Youth Authority is the testing agency for the Board of Prison Terms.

Interested applicants must submit:

- A Standard State Application (Form 678) with **civil service titles, and beginning and ending dates of employment.**
- A “Statement of Qualifications.” The Statement as indicated on Page 1 is a narrative discussion of how the candidate’s education, training and experience, and special skills meet the minimum qualifications and desirable qualifications. The Statement should be typed and **no** more than **one** page.
- Resumes do **not** take the place of the Statement of Qualifications.

The application, Statement of Qualifications and resume must be submitted by **February 6, 2005**, to:

**Department of the Youth Authority
Selection Services Bureau
4241 Williamsborough Dr., St. 115
Sacramento, CA 95823
Attn: Cecilia Perrin, Associate Personnel Analyst**

APPLICATIONS RECEIVED WITHOUT THE REQUIRED “STATEMENT OF QUALIFICATIONS” WILL NOT BE ACCEPTED.

ADDITIONAL INFORMATION

- Questions regarding the examination process should be directed to: Cecilia Perrin, Associate Personnel Analyst, at cperrin@cya.ca.gov or (916) 262-2718.
- Questions regarding the position should be directed to: Marvin E. Speed II, Executive Officer, Board of Prison Terms, at mspeed@bpt.ca.gov or (916) 445-1540.

STATE OF CALIFORNIA
ARNOLD SCHWARZENEGGER
GOVERNOR

YOUTH AND ADULT CORRECTIONAL
AGENCY
RODERICK HICKMAN
AGENCY SECRETARY

BOARD OF PRISON TERMS
MARGARITA E. PEREZ
CHAIRWOMAN
MARVIN E. SPEED II
EXECUTIVE OFFICER
